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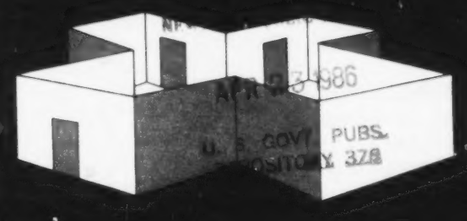
Workplace Health Programs

U.S. Department of Labor
Occupational Safety and Health Administration
1986

OSHA 3093



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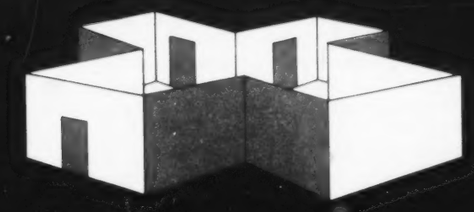

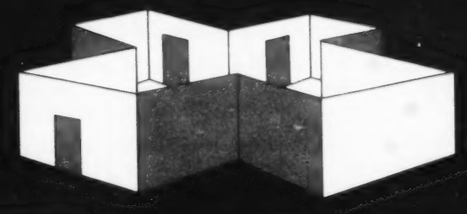

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U.S. Department of Labor
William E. Brock, Secretary

Occupational Safety and Health Administration
Patrick R. Tyson, Acting Assistant Secretary
1986

OSHA 3093

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Part I. Policy Statement

OSHA recognizes that workplace health programs are a key element in preventing occupationally-related illness and OSHA will promote development and operation of these programs. Many employers have programs that address several dimensions of health protection, including areas like personal health and fitness (wellness concept), in addition to measures which focus on the specific workplace health problems that are addressed in OSHA's standards. These programs may be flexible, and may be suitable vehicles for personnel training and education through which existing workplace staff resources could be supplemented by outside professional skills and directed as well to OSHA-related problems.

The agency coordinates its policies and procedures so that any disincentives to workplace health protection programs are eliminated or avoided, and, indeed, within the framework of the Occupational Safety and Health Act, positive incentives are provided to create and operate such systems.

A. Enforcement

The Occupational Safety and Health Act provides for promulgation and enforcement of workplace safety and health standards, among other approaches to improvement of workplace conditions. OSHA has responded to this part of its mandate by (1) promulgating standards for the work environment, (2) conducting inspections and (3) issuing citations when violations of standards are found. The Act provides a great deal of flexibility in the application of its enforcement provisions which has been used from the beginning to improve the efficiency in administration and to ensure that, insofar as possible, resources are not misdirected.

Several elements of OSHA's enforcement policy thus work together to acknowledge successful preventive efforts.

1. Establishments without serious health violations are removed from inspection targeting lists for three years.

2. OSHA targeting systems are updated periodically to ensure that inspections are scheduled for the industries where greater numbers of violations of health standards have been found.

3. Smaller establishments may be exempted from routine health inspections for one year if the employer undergoes a comprehensive consultative visit, corrects all identified hazards, and has an effective health and safety program.

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4. OSHA procedures allow and encourage inspectors to exercise professional judgment in setting the scope of an inspection. Inspectors may use employers' environmental monitoring records and other data accumulated as part of the employer's health protection program as an input to this decision, in addition to the use of screening samples, employee interviews, previous inspection histories, and other relevant information.

B. Consultation

As noted above, OSHA's consultation program provides an incentive for smaller employers to implement comprehensive health protection programs in the workplace.

While employers may, as always, obtain free consultation on particular workplace problems, now they are also offered the opportunity to obtain a one-year exemption from routine inspections. That exemption may be granted only if the employer has corrected all violations of OSHA standards and has a comprehensive safety and health protection program.

To obtain nationwide consistency, OSHA has trained consultants in how to evaluate employer programs. Consultants are also prepared to advise employers as to what must be done to have a good workplace health protection program.

C. Voluntary Protection Programs (VPP)

OSHA continues to offer larger employers the opportunity to participate in the Star, Try, and Demonstration Programs. These programs provide a limited exemption from routine inspection for firms which have or which are developing comprehensive protection systems. While OSHA hopes ultimately a great number of employers will qualify for these programs, acceptance into the program is a form of recognition for the modest number of high-achieving employers currently approved.

D. New Directions Grants

OSHA will give priority to New Directions grant applications from organizations which develop or implement comprehensive workplace health programs. Such programs might apply to specific classes of occupations, hazards or firms, or to a whole industry.

E. Training

OSHA will develop and offer courses dealing with the establishment and management of comprehensive workplace health programs.

Part II. What OSHA Looks For In Workplace Health Programs

The following key elements or qualities of workplace health programs were identified at a conference of occupational health experts from labor, industry, and state governments. They are paraphrased here for clarity and to incorporate minor changes in wording suggested in public comment subsequent to the conference. They are presented as non-mandatory guidelines for employers and employees and others who may be involved in developing workplace health programs. OSHA attempts to evaluate consistently workplace health programs by using these elements in its enforcement programs, voluntary programs, and consultation programs. It is understood that these elements are not present in the same way organizationally in all firms because of differences in needs, resources and establishment size, among other factors. They do not supplant or amend existing regulations. To understand their application, it might be useful to read them with the preface "A good workplace health protection program has this characteristic..."

Workplaces are dynamic and compliance with OSHA standards cannot be regarded as a static condition. In satisfactory workplace health programs deficiences are corrected promptly and systematically. But compliance with standards does not, by itself, create a safe work environment. As noted below, to be considered "satisfactory," a program must include compliance with standards, and it must also encompass all hazards present in the workplace, whether or not they are specifically regulated by OSHA standards.

Guidelines For A Workplace Health Program

1. The workplace must be in compliance with OSHA standards.

2. Employers and employees should endorse and actively support the program. Employers should provide the necessary resources for its operation; employees should participate actively in the program.

3. The plan for the workplace health program should include, in writing: statements of the goals and objectives, policies and procedures; plans for implementation; and provisions for periodic evaluation of the effectiveness of the operating programs to ensure that the program is applied according to the plan and that the plan is revised to reflect changes in the work environment.

4. The program should include a plan for hazard anticipation, recognition, evaluation and abatement, including such provisions as

materials inventory, regular internal inspections and environment monitoring, complaint investigations, and emergency procedures.

5. The program should include an employee safety and health training and education program, focusing to the extent needed on specific hazards and on the employer's and the employees' roles in work practices and the use of personal protective equipment, and other topics related to prevention of injuries and illnesses.

6. The program should operate with access to qualified and competent professional personnel. Adequate staffing may be achieved through a variety of employment and contractural arrangements.

7. The program should provide for access to and use of industrial hygiene monitoring, as appropriate, for the potential health risks of the worksite and with board certified or other professional overview.

8. The program should provide for access to and use of medical surveillance including baseline and periodic evaluation, as appropriate, for the potential health risks of the workplace. The program should make medical services available as needed.

9. Records necessary for the proper monitoring and assessment of occupational hazards should be established and retained for a reasonable period of time, as required by OSHA standards, or as established as a prudent practice for hazards not addressed by specific standards.

10. Employees should be informed about potential hazards and they should have access to data as provided for in the Act and as required by specific OSHA standards, or as established as a prudent practice for hazards not addressed by specific standards.

11. The program should prescribe appropriate work practice procedures.

12. The program should require the application of technologically-feasible and cost-effective engineering controls, and should provide for a comprehensive program of personal protective equipment until such controls are technologically-feasible or cost-effective.

A checklist for evaluating the effectiveness of an occupational health and safety program is inserted herein.

Elements	Indicators	In Place? Yes	In Place? No	How were you able to identify and verify their adequacy? What if any improvements are needed?
III. Hazard Correction and Control (continued)				
	12.) Administrative controls, including safety and health rules and safe work procedures, established and implemented.			
	13.) Procedures for timely correction/control of newly-identified hazards.			
B. Disciplinary action or reorientation for supervisors or employees who break rules or disregard work or emergency procedures.	14.) System for rule enforcement and discipline established and carried out.			
C. Equipment maintenance program.	15.) Ongoing monitoring and maintenance of equipment			
D. Emergency planning and procedures.	16.) Preparation with training and drills as needed, for emergencies requiring PPE, medical care, emergency egress, etc.			
	17.) Emergency telephone numbers, exit routes, etc., visible to all.			

Safety and Health Program Assessment Worksheet

Elements	Indicators	In Place? Yes	In Place? No	How were you able to identify and verify their adequacy? What if any improvements are needed?
I. Management Commitment and Planning				
A. Policy and objectives for worker safety and health.	**1.) Established policy and objectives, communicated to employees.**			
B. Authority and accountability for safety and health protection.	**2.) Responsibilities defined and authority assigned.**			
	3.) Supervisor performance evaluated, and rewarded or corrected.			
C. Commitment of resources to workplace safety and health.	**4.) Adequate company resources allocated for safety and health (in staff, equipment, safety promotion, etc.)**			
D. Management involvement in employee safety and health concerns.	**5.) Clear lines of communication for safety and health concerns.**			
	6.) Management sets example on safe and healthful behavior.			
II. Hazard Assessment				
A. Hazard assessment	**7.) Completion of comprehensive safety and health surveys.**			
	8.) Periodic self-inspections, conducted by qualified person.			
B. A reliable procedure for employees to report possibly hazardous conditions.	**9.) Employees know how and whom to notify, fear no reprisal, and receive timely and appropriate responses.**			
C. Review of accidents or near-miss incidents and injury/illness experience.	**10.) Procedures to identify causes and needed corrective action.**			
III. Hazard Correction and Control				
A.. Means of eliminating or controlling hazards.	**11.) Engineering and PPE controls in place, as appropriate.**			

IV. Safety and Health Training		
A. Supervisors should understand the hazards associated with a job, their potential effects, and the supervisor's role in ensuring that employees follow the rules, procedures and work practices for controlling exposure to them.	18.) Supervisors can explain rules, procedures and work practices for hazard control, and how they teach and enforce them.	
B. Employees are taught hazards and safe work procedures to protect themselves at the same time they are taught to do a job.	19.) Employees can explain how and why to do their jobs safely.	
	20.) Training is reinforced or repeated as necessary.	
C. Where personal protective equipment is required, employees know when, why and how to use it, its limitations and maintenance.	21.) Employees use PPE when necessary.	
	22.) Employees know why, how, limits and maintenance of PPE.	

Keeping Up To Date On OSHA

Clearly, OSHA cannot succeed in its mission without fully informed employers and employees. If you have questions about OSHA, contact your nearest OSHA regional office. Addresses and telephone numbers are listed on page 12.

OSHA publications and fact sheets are issued to detail various facets of OSHA policy and regulations. Your OSHA regional or area office can provide you with a listing of current materials (OSHA Publications & Audiovisual Programs, OSHA 2019), or write: OSHA Publications Distribution, Room S-4203, Washington, DC 20210. If you live in a state that administers its own occupational safety and health plan, see pages 10 and 11 for the address in your state where additional information may be obtained.

You are encouraged to learn all you can about OSHA, its aims, policies, programs and practices, because you are the reason for them. The more you know about OSHA, the better you can contribute to its pursuit of safe and healthful working conditions for all Americans.

Related Publications

The following publications also can be obtained from the above OSHA Publications Distribution Office.

"Consultation Services for the Employer" (OSHA 3047)
"All About OSHA" (OSHA 2056)
"OSHA Handbook for Small Businesses" (OSHA 2209)
"Safety and Health Guide for the Chemical Industry" (OSHA 3091)
"How to Prepare for Workplace Emergencies" (OSHA 3088)

States With Approved Plans

Alaska Department of Labor
P.O. Box 1149
Juneau, AK 99802
(907) 465-2700

Arizona Division of Occupational Safety and Health
Industrial Commission of Arizona
1624 West Adams
Phoenix, AZ 85005
(602) 255-5795

California Department of Industrial Relations
525 Golden Gate Avenue
San Francisco, CA 94102
(415) 557-3356

Connecticut Department of Labor*
200 Folly Brook Boulevard
Wethersfield, CT 06109
(203) 566-5123

Hawaii Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, HI 96813
(808) 548-3150

Indiana Division of Labor
1013 State Office Building
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-2663

Iowa Bureau of Labor
State House
307 East Seventh Street
Des Moines, IA 50319
(515) 281-3447

Kentucky Labor Cabinet
U.S. Highway 127 South
Frankfort, KY 40601
(502) 564-3070

Maryland Division of Labor and Industry
Department of Licensing and Regulation
501 St. Paul Place
Baltimore, MD 21202
(301) 659-4176

Michigan Department of Labor
7150 Harris Drive
Box 30015
Lansing, MI 48909
(517) 373-9600

Michigan Department of Public Health
3500 North Logan Street
Box 30015
Lansing, MI 48909
(517) 373-1320

Minnesota Department of Labor and Industry
444 Lafayette Road
St. Paul, MN 55101
(612) 296-2342

Nevada Department of Industrial Relations
Division of Occupational Safety and Health
Capitol Complex
1370 S. Curry Street
Carson City, NV 89710
(702) 885-5240

*Covers public employees only.

New Mexico Environmental Improvement Division
Health and Environment Department
725 St. Michael's Drive
Santa Fe, NM 87501
(505) 984-0020

New York Department of Labor*
Two World Trade Center
Room 7308
New York, NY 10047
(212) 488-6300

North Carolina Department of Labor
214 West Jones Street
Shore Building
Raleigh, NC 27603
(919) 733-7166

Oregon Workers' Compensation Department
Labor and Industries Building
Salem, OR 97310
(503) 378-3304

Puerto Rico Department of Labor and Human Resources
Prudencio Rivera Martinez Bldg.
505 Munoz Rivera Avenue
Hato Rey, PR 00918
(809) 754-2119-22

South Carolina Department of Labor
3600 Forest Drive
P.O. Box 11329
Columbia, SC 29211
(803) 758-2851 or 758-3080

Tennessee Department of Labor
501 Union Building
Suite "A"—2nd Floor
Nashville, TN 37219
(615) 741-2582

Utah Industrial Commission
Utah Occupational Safety and Health
160 East Third South
P.O. Box 5800
Salt Lake City, UT 84110-5800
(801) 530-6900

Vermont Department of Labor and Industry
118 State Street
Montpelier, VT 05602
(802) 828-2765

Virgin Islands Department of Labor
Box 890
Christiansted
St. Croix, VI 00820
(809) 773-1994

Virginia Department of Labor and Industry
P.O. Box 12064
Richmond, VA 23241-0064
(804) 786-2376

Washington Department of Labor and Industries
General Administration Building
Room 334 — AX-31
Olympia, WA 98504
(206) 753-6307

Wyoming Department of Occupational Health and Safety
604 East 25th Street
Cheyenne, WY 82002
(307) 777-7786 or 777-7787

*Covers public employees only.

U.S. Department of Labor
Occupational Safety and Health Administration
Regional Offices

Region I
(CT*, MA, ME, NH, RI VT*)
16-18 North Street
1 Dock Square Building
4th Floor
Boston, MA 02109
Telephone: (617) 223-6710

Region II
(NJ, NY*, Puerto Rico*, Virgin Islands*)
1 Astor Plaza, Room 3445
1515 Broadway
New York, NY 10036
Telephone: (212) 944-3432

Region III
(DC, DE, MD*, PA, VA*, WV)
Gateway Building, Suite 2100
3535 Market Street
Philadelphia, PA 19104
Telephone: (215) 596-1201

Region IV
(AL, FL, GA, KY*, MS, NC*, SC*, TN*)
1375 Peachtree Street, N.E.
Suite 587
Atlanta, GA 30367
Telephone: (404) 347-3573

Region V
(IL, IN*, MI*, MN*, OH, WI)
230 South Dearborn Street
32nd Floor, Room 3244
Chicago, IL 60604
Telephone: (312) 353-2220

Region VI
(AR, LA, NM*, OK, TX)
525 Griffin Square Building, Room 602
Dallas, TX 75202
Telephone: (214) 767-4731

Region VII
(IA*, KS, MO, NE)
911 Walnut Street, Room 406
Kansas City, MO 64106
Telephone: (816) 374-5861

Region VIII
(CO, MT, ND, SD, UT*, WY*)
Federal Building, Room 1554
1961 Stout Street
Denver, CO 80294
Telephone: (303) 844-3061

Region IX
(American Samoa, AZ*, CA*, Guam, HI*, NV*, Pacific Trust Territories)
PO Box 36017
450 Golden Gate Avenue
San Francisco, CA 94102
Telephone: (415) 556-7260

Region X
(AK*, ID, OR*, WA*)
Federal Office Building
Room 6003
909 First Avenue
Seattle, WA 98174
Telephone: (206) 442-5930

*These states and territories operate their own OSHA-approved job safety and health programs (except Connecticut and New York whose plans cover public employees only).

*U.S. GOVERNMENT PRINTING OFFICE: 1986-491-543:46326